



FCRB CHAIRPERSON RESPONSIBILITIES

Duties are to:

1. Assume leadership responsibility for the FCRB. Consult with the Co-Chairperson, Facilitator or others as needed for decision-making during the review meeting. Examples include, but may not be limited to:
 - Determining whether to permit participation by persons without legal standing non-IPs in a review by having consent agreements and confidentiality forms signed;
 - **Dealing with situations with a “no contact order” in force and both parties present at the same time;**
 - Re-assigning LQ roles for absent members;
 - **Following board safety protocol in the event a situation arises at a review.**
2. Introduce FCRB volunteers at review meetings
3. Read the *Announcement to Interested Parties* in a conversational, relaxed tone
4. Introduce the Lead Questioner for the case
5. Maintain the schedule, and keep the Board members on task during the review process
6. Fulfill Lead Questioner (LQ) role for absent members; as well as the Co-Chair Responsibilities
7. Complete *Chairperson Meeting Summary* after review meetings, including case-specific or systems concerns needing additional attention or feedback on in-service training materials
8. **Review completed comment cards with the rest of the Board during administrative wrap-up at the end of the day.**
9. Conduct/participate in evaluations of Facilitator as requested by FCRB staff
10. Participate in Chairperson meetings when scheduled, or arrange for alternate in your absence

FCRB CO-CHAIRPERSON RESPONSIBILITIES

Duties are to:

- Fulfill Chairperson responsibilities in that person's absence
- Collect case file information following reviews, and give to the Facilitator for return to the Administrative Assistant in local program office
- Collect *Hours/Mileage* from Board Members and document it on the form for the Facilitator to return to the Administrative Assistant in local program office